

Competitive Purchase of Service Method of Procurement

Brief Description	Competitive request for proposal process. Requires the solicitation of proposals to select providers and award funds for the delivery of health and human services.
Bases for Use	Purchasing agency has budgeted funds and/or the legislature has appropriated funds for purchase of health and human services.
Procedures	Public notice requesting submission of health and human service proposals is issued. All criteria that will be used to evaluate proposals and the relative importance of the criteria must be in the request for proposals. Proposals opened so as to avoid disclosure of contents to competing applicants during proposal evaluation. There may be discussions with applicants if it is stated in the request for proposals or in accordance with rules for clarification to assure full understanding of the requirements of the request for proposals.
Solicitation Required	Yes. Via request for proposals (RFP).
Term limit of contract	As stated in the request for proposals.
Monetary Cap	Limited by availability of funds.
Protests	May protest a purchasing agency's failure to follow procedures of this chapter or rules of the policy board, or a request for proposals. Also contains a request for reconsideration process.
Other Comments	Method to be used most often.
Reference	Hawaii Revised Statutes §103F-402 Competitive Purchase of Services §103F-501 Protested Awards §103F-502 Right to request Reconsideration §103F-503 Award of Contract Suspended During a Protest §103F-504 Exclusivity of Remedies and Hawaii Administrative Rules (HAR)